



NOTICE OF VACANCY

JOB TITLE: Design & Plan Review Manager
DEPARTMENT: Engineering
SALARY: \$66,862.78
CLOSING DATE: Open Until Filled

MAJOR DUTIES:

Manage all design and plan review staff in the Engineering Department. Prepare construction plans and engineering studies, prepare construction cost estimates, review construction plans and specifications. Monitor projects during the planning, design stage, maintain status reports, and design schedules. Able to resolve design problems and issues. Manage design consultants on large-scale county projects. An individual in this position will be responsible for all activities during the design stage (preconstruction stage). This individual will report directly to the Assistant Director of Engineering. This individual will also work closely with the Construction Manager, the Land Acquisition Manager, and the Department Finance Manager. This individual will also work with construction contractors, design consultants, developers, surveyors, and other city departments. Hires, trains, supervise and evaluate subordinate staff.

MINIMUM QUALIFICATIONS:

Education/Certifications: An individual must have a BS Degree in Civil Engineering, or Civil Engineering Technology with six years of design experience in street/roadway, storm drainage, sanitary, and subdivision design. Must possess a Professional Engineer (PE) license in any state before appointment, and/or the ability to obtain a Georgia Professional Engineering licensure within 6 months of appointment. Must be able to sign and seal construction plans and technical reports.

Experience: Must have considerable knowledge of principles and practices of survey, design, and construction. Must have an extensive knowledge of the AASHTO manual, the MUTCD manual, and the Highway Capacity Manual. Must have a working knowledge and experience in using AutoCAD 2004 and above, Microstation, and CAICE and/or GEOPAK design software's. Proficiency in preparing street and roadway, and drainage construction plans, preliminary construction cost estimates, and engineering studies. Also must be able to manage, supervise, and have excellent communication skills, both oral and written. Must be able to supervise and/or train designated subordinate department personnel. Possess or have the ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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